



POLICY ID# 04-17
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STATE OF ALABAMA DEPARTMENT OF
PUBLIC HEALTH

Donald E. Williamson, MD
State Health Officer

September 13, 2004

POLICY MEMORANDUM

TO: Office, Bureau, Division, and Branch Directors
Area Health Officers
Area Administrators
Local Health Administrators

FROM: Donald E. Williamson, M.D. 
State Health Officer

RE: Utilization of Non-ADPH Volunteer Workers for Emergency Events

Volunteer workers can be a valuable resource in performing work in the central, area and county offices and in the field. It is important that volunteer workers are recognized as unpaid employees. Since liability for any acts or omissions committed by volunteer workers while in the course, line and scope of his/her volunteer service could be considered a liability of the State or of the Department, such service should generally be limited to situations where such liability is covered under an emergency declaration by the Governor or where the volunteer has been listed and covered by the Department with the Alabama State Employees' Liability Trust Fund.

Supervisors are responsible for verifying a prospective volunteer worker's education and work experience to ensure that he/she is qualified to perform the tasks assigned. All volunteer workers assigned direct patient care duties must be licensed or certified as appropriate by the State Health Officer or his designee prior to the service.

All volunteer workers must read and complete the Policies Summaries for Volunteers, Volunteer Orientation Checklist, and any applicable competency evaluations. Completed forms should be maintained at the worksite and be available for audit purposes. In addition, volunteer workers are expected to adhere to the policies and procedures of the office to which they are assigned.

If you have any questions concerning the utilization of volunteer workers, please contact the Center for Emergency Preparedness Volunteer Coordinator at (334) 206-3394.

CL: jc

Alabama Department of Public Health Policy Summaries for Volunteers

Thank you for volunteering your time and talent to serve with the Alabama Department of Public Health (ADPH) to prepare our state in the event of an emergency. Please read each policy summary, to ensure a safe and coherent work environment for all staff involved. All staff involved in an emergency exercise or event must comply with the following ADPH policies. Full texts of the policies are available on site and online at www.adph.org/cep.

Employee Responsibility in Confidentiality

Personal information, written or unwritten, such as medical, financial and social information (e.g. addresses, social security numbers, telephone numbers, etc.), given to a Public Health employee in any discipline is strictly confidential. Employees of the Alabama Department of Public Health who handle personal information are required to uphold the individual's right to privacy.

Professional Conduct

It is the policy of the Alabama Department of Public Health that employees must conduct themselves in a professional and unbiased manner in the performance of their duties. Professional conduct requires compliance with State Personnel Board Rules, ethics laws, and other ADPH policies. Employees of the Department may not sell merchandise, products, or services while on duty, to other employees during work hours. All employees must serve the public with respect, concern, courtesy, and responsiveness. Except in response to a subpoena, court order, or at direction of the State Health Officer, no employee may disclose confidential information outside the agency, or to any employee within the agency who does not have a need to know the information.

Sexual Harassment

The policy of the Alabama Department of Public Health is to maintain a work place free from retaliation, intimidation, coercion, or harassment, including sexual harassment of any employee or applicant for employment. Verbal and physical conduct of a sexual nature, including sexual advances requests for sexual favors is strictly prohibited. Employees who believe they are being subjected to sexual harassment by a co-worker, supervisor, etc. (whether employed by ADPH or not) should make a report through the chain of command or to the Employee Relations Office. This complaint will be investigated promptly if the employee is not satisfied with the results of this investigation he or she may present this complaint to the State Health Officer.

Drug-Free Workplace

The Alabama Department of Public Health maintains a drug-free workplace. Employees shall not use unauthorized drugs, including alcohol during working hours.

This includes lunch hours and breaks. Employees shall not report to work with detectable levels of alcohol or drugs in their systems. Employees are prohibited from possessing, manufacturing, selling or dispensing of drugs while on the Departments premises. Employees shall not use tobacco in any form in indoor premises under the control of the Alabama Department of Public Health.

Violence in the Workplace

The Alabama Department of Public Health is committed to maintaining a safe environment for its employees. The Department is committed to working with its employees to maintain a workplace free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Individuals who commit violent acts may be removed from the premises and may be subject to criminal penalties as well. The Department specifically prohibits the possession of weapons by any employee within its facilities or work site where its employees conduct the business of the Department.

Equal Employment Opportunity/ Civil Rights

The Alabama Department of Public Health is committed to providing equal employment opportunities to all employees and applicants for employment. We are equally committed to ensuring that no individual be excluded from participation in, denied the benefit of, or otherwise be subjected to discrimination under any program or services provided by this Department. It is our policy to comply with all local, state, and federal laws concerning equal employment opportunities. This Department also has a commitment to providing a work environment free of harassment or intimidation of and any kind, including racial and sexual harassment.

I have read and been able to ask questions regarding these policies before I begin volunteer service. The policies have been explained to me and I know the full text versions are available on site and online at www.adph.org/cep/volunteer. I understand I maybe excused from service at any time and for any reason without prior notice by an ADPH staff member.

Print Name _____

Signed _____

Date _____

Volunteer Orientation Checklist

Checklist must be completed and maintained by the Program or County responsible for the volunteer's work. The volunteer needs to initial and date each item.

Name _____ SS# _____

Job Assignment _____

County _____

I.	Arrival of New	Volunteer & Supervisor Initials/Date
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Volunteer was welcomed to the Department	
Department's mission and structure described to volunteer	

II.	Introduction to Work Unit	
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Volunteer introduced to supervisor	
Tour of facility	
Job duties and position are explained	
Dress code and other office procedures discussed	
Hours of work, lunch, breaks discussed	

III.	Equipment or Supplies Issued (identify)	
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